



State of Louisiana
DIVISION OF ADMINISTRATION

Control No. _____

OFFICE OF STATE UNIFORM PAYROLL

May 17, 2001

M. J. AMIKE® FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2001-59

TO: All UPS Agencies

FROM: Ronald S. Mitchell
Director

SUBJECT: Monthly Transaction Ledgers / Unpaid Balances

Attached are the OSUP UPS Monthly Transaction Ledgers for the periods ending March 31, 2001 and April 30, 2001. Please use the April Ledger to identify all unpaid balances in vendor codes with balances other than zero. This report, rather than the Unpaid Balance Report, will be used to report unpaid balances. OSUP will not be distributing any Unpaid Balance Reports. Balances in the 6315 account for vendor code MSZ are excluded from this provision. When reporting, balances should be identified by **employee name, the original date of occurrence, and the reason for the unpaid balance.**

The April Transaction Ledger includes all activity that occurred in UPS including payments to vendors for April deductions. Any balances remaining should reflect agency requested payments that have not been requested (i.e., pending judgments, refunds due to employees, payments due to vendors), payments made in error and a refund is due from a vendor, code corrections, or tax balances created for W-2c items. Items processed through the UPS Void/Supplemental process after the conversion to ISIS HR are also included in the April transaction ledger.

The analysis of the unpaid balances should be reported on the agency Quarterly Unpaid Balance Report (form UPR/F16). The UPR/F16 must be forwarded to this office with a letter of transmittal from the authorized Section/Agency Head by **June 15, 2001**. Detailed instructions on the reporting of unpaid balances and the consequences of not reporting can be found in Section 3.15 of the OSUP Standard Accounting Procedures Manual (SAPM).

All payroll liabilities generated through ISIS HR for all ISIS HR paid agencies are now processed through one AFS payroll clearing fund. **Agencies are responsible for liquidating through the UPS Payables process all Agency Requested UPS deductions (e.g., garnishments) withheld through the March 23, 2001 payday.** OSUP will notify the agency of any judgments received on garnishments that were deducted through UPS.

The Wage & Tax Administration Unit will be monitoring balances and contacting agencies for action on balances that are not being liquidated quickly. Any balances not liquidated will be written off in the next few months. Any questions not addressed clearly in the SAPM or in this memorandum should be directed to a member of the Wage and Tax Administration Unit at (225):

Cindy McClure	342-1652	Rachel Bryant	342-1651
Rhonda Desselle	342-8928	Lawanna Green	342-0714

RSM:ACV:kmb

Attachments